

**MINUTES  
DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE  
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD ADDITIONAL REGULAR MEETING  
WEDNESDAY, FEBRUARY 19, 2020**

**1:30 p.m. – 1:51 p.m.  
West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

**Members Present:** Linda Cotherman, Chair  
Jeffrey Jacobson, Vice-Chair  
Lindsay Yates  
Jeffery Bisgrove

**Members Absent:** None

**County Staff:** Kimberly Lewis-Tison, Community Liaison  
Karly Greene, Operations Supervisor  
Jason Ouimet, Maintenance and Operations Manager  
Randy Vowell, Project Manager

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 1:30 p.m. A roll call was taken, and a quorum was present.

**Citizen Input on Agenda Items (3 Minute Limit):**

None

**Unfinished Business:**

- a) Road Maintenance Contract: The Advisory Board reviewed the updated Technical Specifications and Conditions of Sand Road Maintenance and Grooming contract. Discussed the scope of services, weeks versus cycles, ferry fees and emergency repairs. Mr. Jacobson motioned to approve the updated contract to be submitted to Purchasing and the Board of County Commissioners for approval, seconded by Ms. Yates and unanimously approved.

**Citizen Input on MSTU items (3 Minute Limit):**

None


**Advisory Board Open Discussion:**

None

2020 meetings are scheduled at 9:30 a.m., in the West County Annex, Room 120, as follows:

- Thursday, April 16, 2020
- Wednesday, July 29, 2020
- Thursday, November 12, 2020

Submitted by: Kimberly Lewis-Tison  
Public Works Department

  
Chair Signature

8-26-2020  
Date

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## **AGENDA**

### **DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE MUNICIPAL SERVICE TAXING UNIT (MSTU)**

#### **ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 19, 2020**

**1:30 p.m., West County Annex  
6868 San Casa Drive, Room 120, Englewood, Florida**

**BOARD MEMBERS:** Linda Cotherman, Chair  
Jeffery Jacobson, Vice-Chair  
Jeffery Bisgrove  
Lindsay Yates  
Vacant

**COUNTY STAFF:** Kimberly Lewis-Tison

**PURPOSE:** Additional Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Unfinished Business
  - a) Road Maintenance Contract
4. Citizen Input on MSBU Items (3-Minute Limit)
5. Advisory Board Open Discussion
6. Motion to Adjourn

<p style="text-align: center;"><b>TECHNICAL SPECIFICATIONS &amp; CONDITIONS</b> <b>SAND ROAD MAINTENANCE/GROOMING– DON PEDRO /</b> <b>KNIGHTS ISLAND</b> <b>BID NO.</b></p>
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**TS-01 PURPOSE:** It is the intent of Charlotte County to secure the services of a firm capable of providing Sand Road Maintenance/ Grooming of the existing unpaved roadways within Don Pedro/Knights Island. The existing unpaved roadways are currently shell/sand varying in width. The Maintenance/Grooming of the existing unpaved roadways will be based on need and availability of funds. The material used will be in accordance with the Pennsylvania State Study (See attached).

**TS-02 SCOPE OF SERVICES:** The work shall include all manpower and equipment necessary to mobilize any and all required equipment to the work site, Maintain and Groom the Roadways, dress the shoulders, and remove any excess material.

**TS-03 BID PRICES /TERM OF CONTRACT:** The prices bid shall be used for payment and include all transportation, labor, materials and equipment used for services provided for this project. The Contract shall be valid from January 1, 2020 through and including December 31, 2020. This bid may be extended/renewed for two (2) additional one-year periods, by mutual agreement, provided there are no changes in terms, conditions and prices.

**TS-04 REFERENCES:** Contractor shall submit a minimum of three (3) recent (within the past five (5) years) references of projects of similar size and scope on the attached Reference form. Each reference shall include a project description, project location, name and phone number of a contact person, total project amount, and completion date. The County reserves the right to contact references.

**TS-05 DESIRED RESULT:** The desired result of the Maintenance/Grooming is to maintain safe travel ability and aesthetics as desired by the Municipal Services Taxing Unit (MSTU) by having the roads monitored on a steady basis for repairs and aesthetic issues and addressing these issues in a timely manner.

**TS-06 SAND ROAD MAINTENANCE /GROOMING:** The work under this section shall include all manpower and equipment necessary to mobilize any and all required equipment to the work site & Maintain/ Groom the 3.67 Miles of roadway for the 12-month duration to the desired result as specified in the Pennsylvania State Study (See Attached).At any time during the monthly maintenance the need should arise for spot repairs due to pot holes or washouts caused by weather/rain or manmade the contractor shall address these issues within 48 hours of being notified in order to maintain the desired result as described in TS-05.

1. The Maintenance/Grooming shall include, but not limited to, the operations necessary to remove ruts, corrugations, and berms along the shoulders.
2. All suitable dislodged material shall be redistributed smoothly across the entire roadway and compacted.
3. Grass or leaf litter within the travel way shall be removed and may be spread smoothly on the shoulders in such a way as to not block proper drainage.
4. No material shall be wasted into the roadside recovery areas. Any material allowed to fall into the roadside recovery areas shall be removed by the Contractor, at no additional cost to the County.
5. A small tractor with box blade or County approved equal may be used in the Maintenance/Grooming of the roadway.
6. The County reserves the right to determine the extents of the Maintenance/Grooming on individual roads.
7. Charlotte County, with coordination and input from the Municipal Services Taxing Unit (MSTU) Advisory Board, will determine the frequency and specifically authorize the Contractor to commence any Maintenance work.
8. Unit of payment will be per Month. Material cost will be paid under separate section.
9. Define the limits of the travel way during the Maintenance/Grooming process. For these travel ways a maximum width of 18 feet should be used. Where heavy vegetation is present the travel way may be less than 18 feet. Shaping of the travel way should occur down the middle of the observable right of way.
10. The Contractor will be required to provide a monthly detailed report on work performed giving current condition and outcome.

**TS-07 ROADWAY MATERIAL:** The work under this section shall include all manpower and equipment necessary to deliver material to the work site. No material will be placed on the Island without expressed written direction from Charlotte County Public Works.

This shall include, but not limited to:

1. Washed Shell Material ( $\frac{1}{2}$  inch minus per FDOT specification 911) to four (4") inches in depth.
2. 250 Sand (see attached specification) to two (2") inches in depth.
3. Unit of payment will be per ton of material placed on roadway.
4. All material utilized in this contract must be confirmed via digitally printed, certified scale tickets. No handwritten tickets will be accepted. Tickets to be included with invoice to be paid.

**TS-08 SPOT REPAIRS:** Spot repairs shall be performed using the approved material and to the required depths as directed by the County. Any requested spot repairs in pre-determined locations shall be paid at the unit cost for Spot Repairs as indicated on the Bid Form. Materials required to make necessary spot repairs shall be paid at the unit cost for that material as indicated on the Bid Form. As described in TS-06 Spot repairs are to be addressed/ repaired within 48 Hours of notification and there shall not be additional mobilization costs applied.

**TS-09 CYCLE AMOUNTS:** Don Pedro / Knights Island consists of 3.67 miles (19,377.6 LF) of unpaved roadway. **Please see the attached map showing the highlighted roads to be maintained by this contract.**

**TS-10 ISLAND ACCESS:** The only way to access the island is by ferry. This is operated by Palm Island Transit. Cost can be accessed by visiting [www.palmislandtransit.com](http://www.palmislandtransit.com).

Cost can vary each year. All ferry fees will be the Contractor's responsibility. Contractor should build into the price of the contract to include ferry fees.

**PLEASE NOTE:** Contractor should note, for economies of scale, a minimum truck size (12 yard) shall be required.

**TS-11 MEETINGS:** The Contractor will be required to attend the scheduled MSTU Road committee meetings as needed. The average number of meetings is approximately four (4) per year. Special meetings may be required on an "as requested" basis, and attendance at these meetings are also required. **(Meetings shall be paid as a separate line item)**

**TS-12 ESTIMATED QUANTITIES:** The exact quantities of roadway to be Maintained/Groomed, as specified in this bid, cannot be determined at this time. The amounts shown on the Bid Form are given for bidder's guidance only; no minimum amount is guaranteed or implied. This bid award may result in similar quantities of purchases; however, no quantity is guaranteed. Purchase orders shall be issued on an "as required" basis.

Section 9-3 of the FDOT Standard Specifications do not apply to this contract. The County reserves the right to alter (increase or decrease) any individual quantities without affecting the bid price for that item. When quantities of individual work items are altered, the Contractor shall accept payment in full at Contract unit bid prices for the actual quantities of work completed, and no allowance will be made for increased expense, loss of expected reimbursement, or loss of anticipated profits suffered or claimed by the Contractor, resulting either directly from such alterations, or indirectly from unbalanced allocation among the Contract items of overhead expense on the part of the bidder and subsequent loss of expected reimbursement.

**TS-13 CRITERIA FOR AWARD:** Award of this bid shall be to the overall lowest, responsive, responsible bidder meeting or exceeding the above specifications. Other considerations for award may be notice needed prior to commencement of work, and any information obtained from contacting references.

The County reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after bid opening, the lowest bidder is deemed non-responsible by the County, such bidder shall receive written notice from the County of this determination. The bidder shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of the contract.

<p align="center"><b>BID FORM</b>  <b>SAND ROAD MAINTENANCE/GROOMING – DON PEDRO /</b>  <b>KNIGHTS ISLAND</b>  <b>BID NO.</b></p>
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TO: Senior Division Manager - Purchasing  
Board of County Commissioners  
Charlotte County Administration Center  
18500 Murdock Circle  
Port Charlotte, Fl. 33948-1094

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, General Provisions, Technical Specifications & Conditions, Insurance, Safety & Health Requirements, Bid Form, Permit Fees, MOT Policy and any other documentation for

**SAND ROAD MAINTENANCE/GROOMING – DON PEDRO / KNIGHTS ISLAND**

and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENDED COST
SAND ROAD MAINTENANCE /GROOMING	52	WEEKS		
SPOT REPAIRS	500	SY		
WASHED SHELL	500	TON		
250 SAND	500	TON		
89 SCREENINGS	500	TON		
MSBU MEETINGS	4	EA		
			<b>ESTIMATED TOTAL AMOUNT</b>	

Please indicate by (√) that you have included the following documentation with your bid:

- ( ) References  
( ) License Requirement: No Local license required.

**NOTE:** In accordance with Florida Statutes, Section 119.071(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.071(1)(b)2 and s. 24(a), Art. I of the State Constitution, except as provided by Florida Statutes 255.0518, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Upon release of the intended decision, if you wish to obtain the quote results, you may do so by visiting our Website at <http://purchasingbids.charlottecountyfl.gov/> under "Purchasing Bids Online", document number 200284. No information regarding the submittal will be divulged over the telephone.